

CURRICULUM VITAE

PRANAB MONDAL

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* CAREER OBJECTIVE

Ambitious to build a career in **Accounting and Finance** with an organization where team work is required and hard working is appreciated and to be in a position which is best suited to my knowledge and skills.

* KEY SKILLS

- Good communication and leadership skill.
- Sincere and hard working.
- Computerized accounting with Accounting software.
- Internet and Ecommerce management.
- Management accounting and Administrating & site Co-ordination relating with Cash & Bank.

* WORK EXPERIENCE

Office Name	Designation	Experience
M/s Pankaj Kumar Roy & Co.	Junior Accountant and Auditor.	February 2018 to November 2021.
Saluja Auto Retails Pvt Ltd.	Assistant Accountant.	December 2021 to June 2024.
Rajendranath Education & Welfare Trust.	Sr. Accountant.	July 2024 to till date.

- **Accounts Finalization** : Maintaining day to day Journal Entries with proper documentation, Preparation of ledger, preparation of bank reconciliation statement, reconciliation of Sales, Purchase, Output tax & Input tax with GST return, provision & cash expenses and record those in Tally. Maintaining trading account, Profit& Loss A/C & responsible to provide Organization's management Profitability and position statement by providing Balance Sheet on time.
- **Cash / Bank** : Handling Cash and Bank transactions both the physical, documents and the corresponding accounting through system (**Excel, Tally Prime**) & reconciliation of Bank balance.

* EDUCATION

Examination Passed	Name of the Board/University	Year of Passing	Stream	Grade of Marks
M. Com	The University of Burdwan	2021	Finance	1 st
B. Com (Hons.)	The University of Burdwan	2017	Accountancy	1 st
H.S. (10+2)	W.B.C.H.S.E.	2014	Commerce	1 st
Madhyamik (10 th)	W.B.B.S.E.	2012	General	1 st

✱ **COMPUTER SKILLS**

- MS-office (Word, Excel, Power Point)
- Tally ERP-9, Tally-9, Tally Prime
- Internet & E-mail
- Computer Fundamental

✱ **PERSONAL DETAILS**

Father's Name : Uttam Mondal
Mother's Name : Jhumarani Mondal
Address : Vill. & P.O.- Bowai, P.S.- Khandaghosh, Dist.- Purba Bardhaman,
Pin- 713423
Date of Birth : 28th February, 1997 (28-02-1997)
Sex : Male
Marital Status : Single
Religion : Hindu
Nationality : Indian
Mother Tongue : Bengali
Language Known : Bengali, Hindi, English
Strength : Hardworking, Quick Lerner, Finding new way.
Hobbies : Music listening, watching Cartoon and playing Cricket.

Declaration :

All the information mentioned above are true and to the best of my knowledge and if any information is found misleading my employment can be terminated without giving any notice.

Date :

Place : PURBA BARDHAMAN

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